

Phoenix Program Process Definition – Accounts Payable

Revised 04-12-01 Replaces 03-03-99 version.

Process	Wire Payments
Process Number	AP-021

Description of Process

Wire Payments allow the user to generate payments for their vendors outside of the regular system payment processing. Exactly like GIFS wire transfer processing, agencies must contact their banks and inform them of the payment transfer amount and the Vendor's bank that will be receiving the wire payment.

There are three ways to process Wire payments. The first way is to enter a voucher and then record a wire payment against that invoice. Users can also record a wire payment without a voucher existing in PeopleSoft. However, the system will not post the payment until a voucher has been applied to it. Finally, users can apply multiple vouchers to one Wire payment.

Input to Process

Vendor request for Wire Payment

Output of Process

Wire payment is deposited into a Vendor's bank account.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Administer Procurement – Enter Voucher Information – Use – Voucher – Record Payment
	Administer Procurement – Create Payments – Use – Payment Entry
Inquiry – PS Delivered	Administer Procurement-Create Payments-Inquire- Payment Information panel allows you to view the status of a payment. You can also view all of the vouchers paid by a particular payment after Payment Posting.
	Administer Procurement-Create Payments-Inquire- Voucher Inquiry panel provides a view of voucher information and all payments associated with a specific voucher.

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Function	Panel Group
Reports – Custom	Payables Due Proof. APXXX0404 This report shows all vouchers that are scheduled for payment on a specific date for a particular bank and bank account.
	Payment Activity Report. APXXX0408 Lists detailed payment information sorted by reference number for system checks, manual checks, express checks, EFT, and wire transfers. The full vendor address is included on this report.
	Payment Inventory List Report. APXXX0417 Lists the Reference number for all Payment Methods, include system check, express check, manual check, wire payments, EFT, overflow checks and alignment checks. Payment creation date, amount, payment status, vendor number/name and Reconciliation status are included on this report.
	Outstanding Payables by Vendor Report. APXXX0403 Lists all vouchers for a vendor that have not been paid, selected for payment, or closed.
	Outstanding Payables by Subclass. APXXX0409 Lists all vouchers that do not have a status of “paid”, “replaced”, or “void”.
	Cash Disbursements by Program. APXXX0421 Lists payments generated by vouchers in payment reference number order.
	EDI Remittance Report APXXX022A & APXXX022B are SQR reports that replaces GIFS 7303 and 7304. This report lists EFT advice information.

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Enter Wire Payment for an Existing Voucher</u> Step 1: <u>Enter Voucher</u> A voucher must be entered, and have a "Valid BCM" status and "Not Applicable" or "Matched" matching status.	Agency
<u>Step 2: Create Wire Payment</u>	Agency
<u>Step 3: Record Wire Payment</u> On the Record Payment panel, select Record a Payment as the Payment Action and select Wire as the Payment Method. This will indicate that this voucher will be paid via Wire Payment. Users should confirm the Remit to Payee, Payee Location, Bank, Account, Reference and Date information is correct to ensure accurate recording of Wire Payment data. Change any applicable fields listed above to accurately reflect the Wire Payment. Users should not change the Payment Method on the Schedule Payment panel. The user needs to verify that Wire is indicated as a Payment Method for this bank account.	Agency
<u>Step 4: Delete a Payment (if necessary)</u> A Wire Payment can only be deleted if vouchers have not been applied. Once a payment has been processed through nightly batch, you cannot delete the payment.	Agency
<u>Step 5: Perform Batch Processing</u> The payables posting program will be run during nightly batch processing to create accounting entries based on the payments. PeopleSoft will not post a payment until a voucher has been applied to it. Then the Journal Generation process takes accounting entries and formats them into summarized journal entries that are posted to the General Ledger.	Financial Systems Solutions

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Process Description	Responsibility (Agency/Centralized)
Enter Wire Payment Without a Voucher	Agency
<u>Step 1: Create Wire Payment</u>	
<u>Step 2: Record Wire Payment</u> Users are permitted to record a wire payment without a voucher existing in the PeopleSoft system. Navigate to Create Payments - Use- Payment Entry - Add. On this Add – Payment Entry dialog box, Remit SetID will default to STATE because the vendor file is established at the STATE level. Users are required to add Remit Vendor, Bank SetID, Bank Code, Bank Account, and Payment Reference.	Agency
<u>Step 3: Delete a Payment (if necessary)</u> A Wire Payment can only be deleted if vouchers have not been applied. Once a payment has been processed through nightly batch, you cannot delete the payment.	Agency
<u>Step 4: Enter Voucher</u> A voucher must be entered, and have a “Valid BCM” status and “Not Applicable” or “Matched” matching status.	Agency
<u>Step 5: Apply Wire Payment to Voucher</u> The Hold checkbox on the Schedule Payment Panel should not be selected. Users should apply the wire payment to the voucher in order for the payment to post. Navigate to Create Payments – Use – Voucher Application. Voucher application dialog box must be completed, Bank SetID, Bank Code, Bank Account and Payment Reference must be entered. Users should complete the Apply Vouchers to a Payment panel by selecting the appropriate voucher for the payment and select the Post this Payment checkbox. After all of the vouchers have been applied, the Balance amount should equal \$0. The amount of the payment entered must add up to either the Gross Amount or the Gross minus the Discount. If you enter a payment amount that is different than the Gross Amount or Discount Amount, you will have to enter additional payments to add up to one of those amounts.	Agency
<u>Step 6: Perform Batch Processing</u> The payables posting program will be run during nightly batch processing to create accounting entries based on the payments. PeopleSoft will not post a payment until a voucher has been applied to it. The Journal Generation process takes accounting entries and formats them into summarized journal entries that are posted to the General Ledger.	Financial Systems Solutions

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<p>Enter a Wire Payment With Multiple Vouchers</p> <p><u>Step 1: Enter Voucher</u></p> <p>Vouchers must be entered, and have a “Valid BCM” status and “Not Applicable” or “Matched” matching status. The Hold checkbox on the Schedule Payment Panel, should not be selected in order to apply a Wire payment to the vouchers.</p>	Agency
<p><u>Step 2: Create Wire Payment</u></p>	Agency
<p><u>Step 3: Record Wire Payment</u></p> <p>Users are permitted to record a wire payment with multiple vouchers existing in the PeopleSoft system. Navigate to Create Payments - Use-Payment Entry - Add. On this Add – Payment Entry dialog box, Remit SetID will default to STATE because the vendor file is established at the STATE level. Users are required to add Remit Vendor, Bank SetID, Bank Code, Bank Account, and Payment Reference. Only vouchers with the specified Bank Code and Bank Account for the given Business Unit and Vendor Code will be listed to apply to a payment.</p>	Agency
<p><u>Step 4: Apply a Wire Payment to Vouchers</u></p> <p>Users should complete the Payment Entry panel that includes entering Amount and Payment Method and then save the payment. Next, hit the Apply button. Users should complete the Apply Vouchers to a Payment panel by selecting the appropriate vouchers for the payment and select the Post this Payment checkbox. After all of the vouchers have been applied, the Balance amount should equal \$0.</p> <p>The amount of the Payment entered must add up to either the Gross Amount or the Gross minus the Discount. If you enter a payment amount that is different than the Gross Amount or Discount Amount, you will have to enter additional vouchers to add up to one of those amounts.</p>	Agency
<p><u>Step 5: Delete a Payment (if necessary)</u></p> <p>A Wire Payment can only be deleted if vouchers have not been applied. Once a payment has been processed through nightly batch, you cannot delete the payment.</p>	Agency
<p><u>Step 6: Perform Batch Processing</u></p> <p>The payables posting program will be run during nightly batch processing to create accounting entries based on the payments. PeopleSoft will not post a payment until a voucher has been applied to it. The Journal Generation process takes accounting entries and formats them into summarized journal entries that are posted to the General Ledger.</p>	Financial Systems Solutions

Forms Used with Process

None

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APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid/Mindy Byram	DOAS Project Lead			04-12-01
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